

Historian Training Worksheet

Use the checklist and worksheet provided to make the transition of the Historian position from the outgoing to the incoming Officer smooth. Take notes as needed during the process.

☐ Review:

☐ [Historian Training Guide](#)

This is an overview of the responsibilities and tools for the position

☐ Capturing Chapter activities through the term

☐ Overview of social media accounts and process

☐ [Submit Press Releases](#) about Chapter Activities

Who to contact, when to contact and how to submit

☐ [Tripod Form](#) on the [Chapter Admin Portal](#)

☐ Any additional local resources needed for the position

☐ Share resources:

☐ [Social Media Guide](#)

☐ [Press Release Templates](#)

☐ [Instructions on how to submit the Tripod Form](#)

☐ Contact Information for people related to the position

☐ Faculty Advisor, University Support

☐ Development Advisor, Phi Sigma Pi Chapter Excellence Board

☐ Leadership Development Coordinator, Phi Sigma Pi National Staff

☐ Social Media and Marketing Coordinator, Phi Sigma Pi National Staff

☐ Chapter Account Usernames & Passwords related to the position (*Ex. social media accounts*)

☐ Additional talking points related to the position